

- When a Site is created by default it inherits permissions from the parent site (site above)
- Permissions for a site need to break inheritance in order to add additional permissions to the site
- Users can be added to the site in two ways
  - Individual Users
  - Groups (Groups must be created by the Portal Administrator)



- When modifying / adding users on a site
  - Add them to an existing group
  - Add them as an individual and assign permissions
  - Change groups or permissions

Full Control - Has full control.

Design - Can view, add, update, delete, approve, and customize.

Manage Hierarchy - Can create sites and edit pages, list items, and documents.

Approve - Can edit and approve pages, list items, and documents.

Contribute - Can view, add, update, and delete.

Read - Can view only.

Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.

View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

MCFullControl - MC version of Full Control minus adding personal webparts

MCDesign - MC version of Design - Can view, add, update, delete, approve, and customize.

MCManage Hierarchy - MC Version of Mange Hierarchy Can create sites and edit pages, list items, and documents.

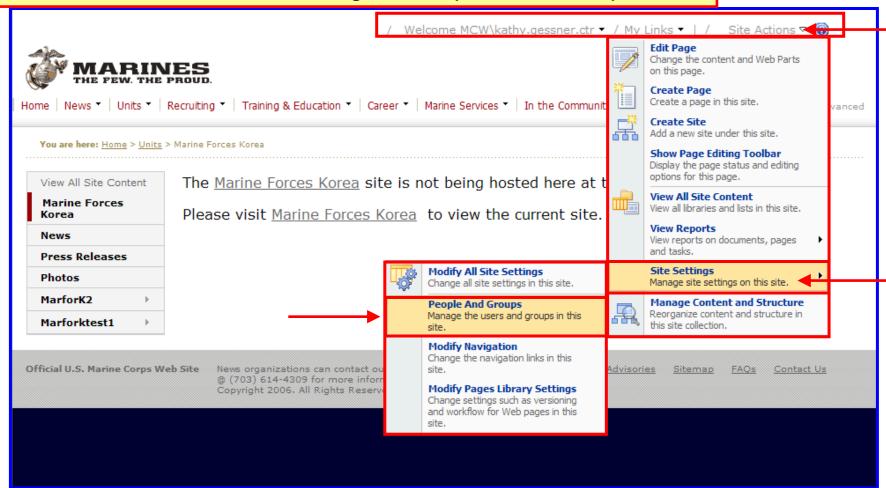
MCApprove - MC version of Approve -Can edit and approve pages, list items, and documents.

MCContribute - MC Version of Contribute - Can view, add, update, and delete.





#### Click Site Actions > Site Settings > People And Groups





**Add** *Users* – Look up in directory if unsure – similar to Outlook address book

Give Permission – Add user to an existing SharePoint Group giving the permissions the group has or give users permission directly by checking the level of permission

Send E-mail – Uncheck Send welcome e-mail if you don't want the user to receive a notification that they have been added to the site. Welcome message can be customized if you send e-mail

